

## *Aeries.net™ Student Information System*

### Grade Reporting – User Manual

#### May 2, 2010

The most important area in **Grade Reporting** is verifying that the options are setup correctly prior to initializing the grade table. This area can affect many aspects to the outcome of the grading process.

Verify all options are setup correctly in **School Options**. Verify the **Terms** have been setup correctly for the current school year and the **Starting and Ending** dates must be valid school days as reflected in the **School Calendar**.

Selecting **Multiple Marks** under **Grade Reporting** will allow up to **twelve marks** for each student for the grading period and can print out report cards during the year with previous grades in each subject. Selecting **One Mark** will **ONLY** allow **one-mark** for each grading period.

School Options																																																																				
<b>Code</b>	<b>School Name</b>		<b>Area</b>	<b>Telephone</b>	<b>Fax</b>	<b>Open Date</b>	<b>Close Date</b>	<b>Tag</b>																																																												
994	Screaming Eagle High School		999	5559994		7/11/1996																																																														
<b>Street Address</b>			<b>City</b>		<b>State</b>	<b>Zip</b>	<b>Country</b>																																																													
6336 Eagle Crag Lane			Eagle Rock		CA	95994	US																																																													
<b>Principal's Name</b>	<b>Principal's Email Address</b>		<b>ID Type</b>	<b>County</b>	<b>District</b>	<b>School</b>	<b>Next Perm ID</b>																																																													
Mr John Smith			1	65	99999	9999994	1591946177																																																													
<b>Low Grd</b>	<b>High Grd</b>	<b>Att Pd</b>	<b>Tracks</b>	<b>User1</b>	<b>User2</b>	<b>User3</b>	<b>User4</b>	<b>User5</b>	<b>User6</b>	<b>User7</b>	<b>User8</b>																																																									
9	12	0	0																																																																	
<b>School Type</b>	<b>Classroom Version</b>		<b>Utilize A/B Days</b>			<b>Session Type</b>	<b>Gender Codes</b>																																																													
Secondary (0)	Neither (or ABI) (0)		Don't use A/B Days (0)			Regular (0)	Males & Females (1)																																																													
<b>Att Type</b>		<b>Att Reporting</b>		<b>Schedule Basis</b>			<b>Grad Reporting</b>																																																													
Period (1)		Negative (0)		Semester (0)			Multiple Mark (1)																																																													
<input type="button" value="Add"/> <input type="button" value="Change"/>																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><b>Period</b></th> <th><b>Start Time</b></th> <th><b>End Time</b></th> </tr> </thead> <tbody> <tr><td></td><td>0</td><td>7:05 AM</td></tr> <tr><td></td><td>1</td><td>8:00 AM</td></tr> <tr><td></td><td>2</td><td>8:55 AM</td></tr> <tr><td></td><td>3</td><td>10:05 AM</td></tr> <tr><td></td><td>4</td><td>11:00 AM</td></tr> <tr><td></td><td>5</td><td>12:25 PM</td></tr> <tr><td></td><td>6</td><td>1:20 PM</td></tr> <tr><td></td><td>7</td><td>2:15 PM</td></tr> <tr><td></td><td>8</td><td>3:10 PM</td></tr> <tr><td></td><td>9</td><td>4:05 PM</td></tr> </tbody> </table>				<b>Period</b>	<b>Start Time</b>	<b>End Time</b>		0	7:05 AM		1	8:00 AM		2	8:55 AM		3	10:05 AM		4	11:00 AM		5	12:25 PM		6	1:20 PM		7	2:15 PM		8	3:10 PM		9	4:05 PM	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><b>Term</b></th> <th><b>Starting Date</b></th> <th><b>Ending Date</b></th> </tr> </thead> <tbody> <tr><td>1</td><td>9/1/2009</td><td>11/6/2009</td></tr> <tr><td>2</td><td>11/9/2009</td><td>1/29/2010</td></tr> <tr><td>3</td><td>2/1/2010</td><td>4/9/2010</td></tr> <tr><td>4</td><td>4/12/2010</td><td>9/10/2010</td></tr> <tr><td>F</td><td>9/1/2009</td><td>1/29/2010</td></tr> <tr><td>S</td><td>2/1/2010</td><td>9/10/2010</td></tr> <tr><td>Y</td><td>9/1/2009</td><td>9/10/2010</td></tr> </tbody> </table>								<b>Term</b>	<b>Starting Date</b>	<b>Ending Date</b>	1	9/1/2009	11/6/2009	2	11/9/2009	1/29/2010	3	2/1/2010	4/9/2010	4	4/12/2010	9/10/2010	F	9/1/2009	1/29/2010	S	2/1/2010	9/10/2010	Y	9/1/2009	9/10/2010
<b>Period</b>	<b>Start Time</b>	<b>End Time</b>																																																																		
	0	7:05 AM																																																																		
	1	8:00 AM																																																																		
	2	8:55 AM																																																																		
	3	10:05 AM																																																																		
	4	11:00 AM																																																																		
	5	12:25 PM																																																																		
	6	1:20 PM																																																																		
	7	2:15 PM																																																																		
	8	3:10 PM																																																																		
	9	4:05 PM																																																																		
<b>Term</b>	<b>Starting Date</b>	<b>Ending Date</b>																																																																		
1	9/1/2009	11/6/2009																																																																		
2	11/9/2009	1/29/2010																																																																		
3	2/1/2010	4/9/2010																																																																		
4	4/12/2010	9/10/2010																																																																		
F	9/1/2009	1/29/2010																																																																		
S	2/1/2010	9/10/2010																																																																		
Y	9/1/2009	9/10/2010																																																																		
<input type="button" value="Add New Record"/>																																																																				

Please be aware that Eagle Software's objective is to provide their users with documented procedures, such as the one that follows, in an attempt to expedite the steps necessary to accomplish certain tasks within *Aeries™*. However, Eagle Software recognizes that each school and district using *Aeries™* has established their own unique guidelines and policies.

By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.

**One Mark** indicates only one mark will be stored in the grade table, utilizing the **MK** field, for the current grade reporting cycle. **Multiple Marks** indicates that one grade will be stored in the grade table for **more than one** reporting period, utilizing the **M1–M12** fields.

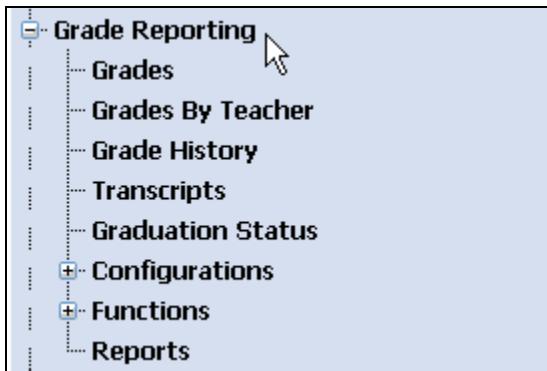
The **Courses** setup must also be verified to ensure the correct information prints on the Report Cards, such as, the Course Title, Academic Courses for GPA calculation, include T/A etc.

Course Data											
CrsID#	Title	Long Title	N/A	Coll Prep	Low Grd	High Grd	Default Credit	Max Credit	Tag		
006	Hnrs Eng 9	Hnrs Eng 9	H		9	9	5.00	10.00			
Subject Area Codes	Dept	Term		Content Group	NCES Code	Next Course	Trm Seq	Yr Seq	Exc	Core/Prof	T/A
A			Y				0	0			
User1	User2	User3		User4	User5	User6	User7	User8			
Course Description						Course Notes					
<input type="button" value="Add"/> <input type="button" value="Change"/>											

The **Master Schedule** contains credit information utilized in **Grading** and **History**. Verify that the **Credit** field contains the correct credit for the course displayed. The **Tag** field can be utilized so that the course displayed does not show on the Grade Reports.

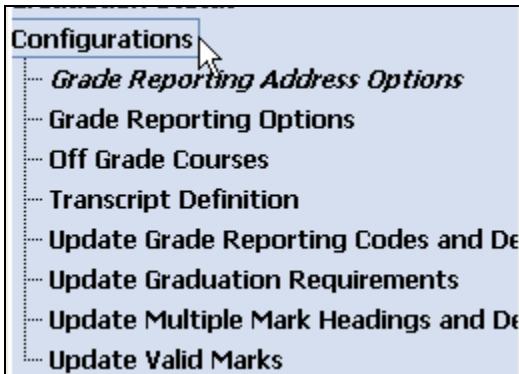
Master Schedule															
Section	Period	Blk	Sem	Course			Teacher		Highly Qlfld Tchr		Room	Tag			
1030	1	1	Y	Hon Eng 9 CP			Reed			C10					
Credit	School (if other than the current)				Prgm	Hrly Prg	Tag	ADA	Tch#2	HQT	Tch#3	HQT MultiTchr			
5.00									Unassigned		Unassigned				
Grd Range	SchGrp	TmCrsGp	Team#	Sem	No tag = default F Fill class without balancing X Do not show on Grade/Progress Rptg Y Do not show on Attendance Z Do not show on either GRD or ATT							Tue	Wed	Thu	Fri
9 - 9			0									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Max		Total										Left			
20		15										5			
Ed Svc	Lang Instr			Inst								CTE Prvdr			
User1	User2	User3	User4	User5	User6	User7	User8								
<input type="button" value="Update"/> <input type="button" value="Cancel"/>															

**GRADE REPORTING** The **Grade Reporting** navigation tree displays all forms and reports used during the Grade Reporting period.



Due to the fact that **Multiple Marks** is mostly used in Secondary schools, the following documentation mainly describes the Grade Reporting for **Multiple Marks**. The form or report displayed can vary depending on whether you selected single or multi marks on the **School Options** form.

The **Configurations** node will display various options to allow you to setup Grade Reporting.



**UPDATE  
ADDRESS  
OPTIONS** Update the address to be used on the return address, whether or not a mailing permit will be printed or if an endorsement message will be printed.

**Grade Reporting Address Options**

Print which return address:		
<input type="radio"/> District <input checked="" type="radio"/> School <input type="radio"/> None		
<input checked="" type="checkbox"/> District Name on Return Address		
<input checked="" type="checkbox"/> Use Uppercase on Address		
<b>The options below apply only to the Generic and Trifold versions of the reports cards.</b>		
<input checked="" type="checkbox"/> Print Mailing Permit	<input checked="" type="radio"/> Presorted First Class Mail	Permit#: <input type="text"/>
	<input type="radio"/> Non-profit Organization	City: <input type="text"/>
	<input type="radio"/> User Defined	
<input checked="" type="checkbox"/> Print PO Endorsement	<input checked="" type="radio"/> Address Service Requested	
	<input type="radio"/> Return Service Requested	
	<input type="radio"/> Forwarding Service Requested	
	<input type="radio"/> Change Service Requested	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>		

The following options are available:

**Print Which Return Address** – Select either the School or District address to print on the Return Address and can select to print in Uppercase.

**Print Mailing Permit?** - Select **YES** if a mailing permit will be printed on the report cards. Enter the permit number, city, state and zip code.

**Print PO Endorsement?** - Select **YES** if an endorsement will be printed on the report cards. Enter the endorsement message selected.

**GRADE  
REPORTING  
OPTIONS**

The **Grade Reporting Options** is used to select information to print on report cards. This **MUST** be verified every grade-reporting period prior to printing report cards. The options available display below along with an example of data needed to generate report cards.

Grade Reporting Options																											
Title on Report Cards:	Semester Report Card																										
School Message:																											
	Start Date	02/01/2010	Default Citizenship Mark:																								
Reporting Period:	End Date:	09/10/2010																									
Print Credit Earned?:	<input checked="" type="radio"/> Yes <input type="radio"/> No																										
Print Absent?:	<input checked="" type="radio"/> Yes <input type="radio"/> No																										
Print Tardy?:	<input checked="" type="radio"/> Yes <input type="radio"/> No																										
Sort Report Cards:	<input checked="" type="radio"/> by Name <input type="radio"/> by Grade <input type="radio"/> by Zip Code <input type="radio"/> by Teacher																										
Print Zip Code Extension?:	<input type="radio"/> Yes <input checked="" type="radio"/> No																										
<span style="border: 1px solid red; padding: 2px;">GPA Warning</span>																											
<table border="1" style="margin-left: auto; margin-right: 0;"> <thead> <tr> <th colspan="2"></th> <th>GRD</th> <th>Cumulative</th> </tr> <tr> <th>Print Which GPA?</th> <th>Aca</th> <th>Tot</th> <th>Aca</th> <th>Tot</th> </tr> </thead> <tbody> <tr> <td>Weighted</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Non-Weighted</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="5"> <input checked="" type="checkbox"/> Print Cumulative Class Rank  <input type="checkbox"/> Print Grade Report Class Rank  <input type="checkbox"/> Print GPAs to 4 Decimal Places         </td> </tr> </tbody> </table>						GRD	Cumulative	Print Which GPA?	Aca	Tot	Aca	Tot	Weighted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Weighted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Print Cumulative Class Rank <input type="checkbox"/> Print Grade Report Class Rank <input type="checkbox"/> Print GPAs to 4 Decimal Places				
		GRD	Cumulative																								
Print Which GPA?	Aca	Tot	Aca	Tot																							
Weighted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
Non-Weighted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
<input checked="" type="checkbox"/> Print Cumulative Class Rank <input type="checkbox"/> Print Grade Report Class Rank <input type="checkbox"/> Print GPAs to 4 Decimal Places																											

**Title on Report Cards** Describes the current grading period and prints on the report cards.

**School Message** A message to be printed on every report card.

**Reporting Period** Starting and ending dates for the grade-reporting period. The dates are initially setup when **Create New Grade Reporting Table** is generated and prints on the report cards.

**Default Citizenship Mark** A default citizenship mark, such as "S", will automatically be entered for each grade record if the teacher does not enter a citizenship mark.

**Print Credit Earned?** Select **YES** for the credits earned to be printed on the report cards.

**Print Absent?** Select **YES** for the number of absences to be printed.

**Print Tardy** Select **YES** for the number of tardies to be printed.

**Sort Report Cards?** Select the order that the report cards will be sorted when printed. If teacher is selected the option is available to print by name or number.

**Print Zip Code Extension** Select whether or not to print the zip code extension.

**Print Which GPA?** Select which GPA's to be printed on the report cards.

**Print Cumulative Class Rank** Select the cumulative class rank to be printed for each student.

**Print GPA's to 4 Decimals** Select the GPA to print 4 decimals instead of the default 2 decimals.

**UPDATE  
CODES ON  
REPORT  
CARDS**

The **Update Grade Reporting Codes and Descriptions** displays the codes and descriptions in the **COD** table used in Grade Reporting. The left side of the form displays all **Academic Mark** codes. Note that the plus or minus marks do not need to be defined. To the right of the academic marks are **Citizenship Marks** and **Work Habits**. The descriptions for these codes are used on most of the report cards for printing the legends.

<table border="1"> <thead> <tr> <th colspan="2"><b>Academic Marks (A, B, C...)</b></th> </tr> <tr> <th colspan="2"><b>Code Description</b></th> </tr> </thead> <tbody> <tr> <td></td> <td>A Outstanding</td> </tr> <tr> <td></td> <td>B Above Average</td> </tr> <tr> <td></td> <td>C Average</td> </tr> <tr> <td></td> <td>CR Credit</td> </tr> <tr> <td></td> <td>D Below Average</td> </tr> <tr> <td></td> <td>F Failing</td> </tr> <tr> <td></td> <td>I Incomplete</td> </tr> <tr> <td></td> <td>NC No Credit</td> </tr> <tr> <td></td> <td>NM No Mark</td> </tr> <tr> <td></td> <td>P Passing</td> </tr> <tr> <td colspan="2"><a href="#">Add New Record</a></td> </tr> </tbody> </table>	<b>Academic Marks (A, B, C...)</b>		<b>Code Description</b>			A Outstanding		B Above Average		C Average		CR Credit		D Below Average		F Failing		I Incomplete		NC No Credit		NM No Mark		P Passing	<a href="#">Add New Record</a>		<table border="1"> <thead> <tr> <th colspan="2"><b>Citizenship Marks (O, S, U...)</b></th> </tr> <tr> <th colspan="2"><b>Code Description</b></th> </tr> </thead> <tbody> <tr> <td></td> <td>N Needs Improvement</td> </tr> <tr> <td></td> <td>O Outstanding</td> </tr> <tr> <td></td> <td>S Satisfactory</td> </tr> <tr> <td></td> <td>U Unsatisfactory</td> </tr> <tr> <td colspan="2"><a href="#">Add New Record</a></td> </tr> </tbody> </table>	<b>Citizenship Marks (O, S, U...)</b>		<b>Code Description</b>			N Needs Improvement		O Outstanding		S Satisfactory		U Unsatisfactory	<a href="#">Add New Record</a>		<table border="1"> <thead> <tr> <th colspan="2"><b>Comment Codes (A-Z, 0-9)</b></th> </tr> <tr> <th colspan="2"><b>Code Description</b></th> </tr> </thead> <tbody> <tr> <td></td> <td>A Excellent Student</td> </tr> <tr> <td></td> <td>B Works At Apparent Ability</td> </tr> <tr> <td></td> <td>C Conscientious And Cooperative</td> </tr> <tr> <td></td> <td>D Showing Improvement</td> </tr> <tr> <td></td> <td>E Pleasure To Have In Class</td> </tr> <tr> <td></td> <td>F Failing, In Danger Of</td> </tr> <tr> <td></td> <td>G Grading Scale, Alternative</td> </tr> <tr> <td></td> <td>H Works Below Ability</td> </tr> <tr> <td></td> <td>I Incomplete Work/Poor Quality</td> </tr> <tr> <td></td> <td>J Disruptive Behavior</td> </tr> <tr> <td></td> <td>K Lab Fees Not Paid</td> </tr> <tr> <td></td> <td>L Lacks Motivation/Poor Attitude</td> </tr> <tr> <td></td> <td>M Materials, Does Not Bring</td> </tr> <tr> <td></td> <td>N Neglects School/Home Work</td> </tr> <tr> <td></td> <td>O P.E., Fails To Suit Up</td> </tr> <tr> <td></td> <td>P Poor Participation</td> </tr> <tr> <td colspan="2"><a href="#">Add New Record</a></td> </tr> </tbody> </table>	<b>Comment Codes (A-Z, 0-9)</b>		<b>Code Description</b>			A Excellent Student		B Works At Apparent Ability		C Conscientious And Cooperative		D Showing Improvement		E Pleasure To Have In Class		F Failing, In Danger Of		G Grading Scale, Alternative		H Works Below Ability		I Incomplete Work/Poor Quality		J Disruptive Behavior		K Lab Fees Not Paid		L Lacks Motivation/Poor Attitude		M Materials, Does Not Bring		N Neglects School/Home Work		O P.E., Fails To Suit Up		P Poor Participation	<a href="#">Add New Record</a>	
<b>Academic Marks (A, B, C...)</b>																																																																																
<b>Code Description</b>																																																																																
	A Outstanding																																																																															
	B Above Average																																																																															
	C Average																																																																															
	CR Credit																																																																															
	D Below Average																																																																															
	F Failing																																																																															
	I Incomplete																																																																															
	NC No Credit																																																																															
	NM No Mark																																																																															
	P Passing																																																																															
<a href="#">Add New Record</a>																																																																																
<b>Citizenship Marks (O, S, U...)</b>																																																																																
<b>Code Description</b>																																																																																
	N Needs Improvement																																																																															
	O Outstanding																																																																															
	S Satisfactory																																																																															
	U Unsatisfactory																																																																															
<a href="#">Add New Record</a>																																																																																
<b>Comment Codes (A-Z, 0-9)</b>																																																																																
<b>Code Description</b>																																																																																
	A Excellent Student																																																																															
	B Works At Apparent Ability																																																																															
	C Conscientious And Cooperative																																																																															
	D Showing Improvement																																																																															
	E Pleasure To Have In Class																																																																															
	F Failing, In Danger Of																																																																															
	G Grading Scale, Alternative																																																																															
	H Works Below Ability																																																																															
	I Incomplete Work/Poor Quality																																																																															
	J Disruptive Behavior																																																																															
	K Lab Fees Not Paid																																																																															
	L Lacks Motivation/Poor Attitude																																																																															
	M Materials, Does Not Bring																																																																															
	N Neglects School/Home Work																																																																															
	O P.E., Fails To Suit Up																																																																															
	P Poor Participation																																																																															
<a href="#">Add New Record</a>																																																																																
<table border="1"> <thead> <tr> <th colspan="2"><b>Work Habit Marks (O, S, U...)</b></th> </tr> <tr> <th colspan="2"><b>Code Description</b></th> </tr> </thead> <tbody> <tr> <td></td> <td>N Needs Improvement</td> </tr> <tr> <td></td> <td>O Outstanding</td> </tr> <tr> <td></td> <td>S Satisfactory</td> </tr> <tr> <td></td> <td>U Unsatisfactory</td> </tr> <tr> <td colspan="2"><a href="#">Add New Record</a></td> </tr> </tbody> </table>	<b>Work Habit Marks (O, S, U...)</b>		<b>Code Description</b>			N Needs Improvement		O Outstanding		S Satisfactory		U Unsatisfactory	<a href="#">Add New Record</a>		<table border="1"> <thead> <tr> <th colspan="2"><b>Actual</b></th> </tr> <tr> <th><b>Code</b></th> <th><b>Count</b></th> </tr> </thead> <tbody> <tr> <td>MK</td> <td>22976</td> </tr> <tr> <td>CI</td> <td>22973</td> </tr> <tr> <td>WH</td> <td>22979</td> </tr> </tbody> </table>	<b>Actual</b>		<b>Code</b>	<b>Count</b>	MK	22976	CI	22973	WH	22979	<table border="1"> <thead> <tr> <th colspan="2"><b>Actual</b></th> </tr> <tr> <th><b>Code</b></th> <th><b>Count</b></th> </tr> </thead> <tbody> <tr> <td>C1</td> <td>22975</td> </tr> <tr> <td>A</td> <td>1</td> </tr> <tr> <td>B</td> <td>1</td> </tr> <tr> <td>D</td> <td>1</td> </tr> <tr> <td>H</td> <td>1</td> </tr> </tbody> </table>	<b>Actual</b>		<b>Code</b>	<b>Count</b>	C1	22975	A	1	B	1	D	1	H	1																																								
<b>Work Habit Marks (O, S, U...)</b>																																																																																
<b>Code Description</b>																																																																																
	N Needs Improvement																																																																															
	O Outstanding																																																																															
	S Satisfactory																																																																															
	U Unsatisfactory																																																																															
<a href="#">Add New Record</a>																																																																																
<b>Actual</b>																																																																																
<b>Code</b>	<b>Count</b>																																																																															
MK	22976																																																																															
CI	22973																																																																															
WH	22979																																																																															
<b>Actual</b>																																																																																
<b>Code</b>	<b>Count</b>																																																																															
C1	22975																																																																															
A	1																																																																															
B	1																																																																															
D	1																																																																															
H	1																																																																															
<table border="1"> <thead> <tr> <th colspan="2"><b>Message Codes(A-Z)</b></th> </tr> <tr> <th colspan="2"><b>Code Description</b></th> </tr> </thead> <tbody> <tr> <td></td> <td>A Owes for lost textbook/library book</td> </tr> <tr> <td></td> <td>B Intra-District transfer will expire in June</td> </tr> <tr> <td></td> <td>C Inter-District transfer will expire in June</td> </tr> <tr> <td></td> <td>D Congratulations! You made the Honor Roll</td> </tr> <tr> <td></td> <td>E Principal's Honor Roll - Congratulations!</td> </tr> <tr> <td colspan="2"><a href="#">Add New Record</a></td> </tr> </tbody> </table>				<b>Message Codes(A-Z)</b>		<b>Code Description</b>			A Owes for lost textbook/library book		B Intra-District transfer will expire in June		C Inter-District transfer will expire in June		D Congratulations! You made the Honor Roll		E Principal's Honor Roll - Congratulations!	<a href="#">Add New Record</a>																																																														
<b>Message Codes(A-Z)</b>																																																																																
<b>Code Description</b>																																																																																
	A Owes for lost textbook/library book																																																																															
	B Intra-District transfer will expire in June																																																																															
	C Inter-District transfer will expire in June																																																																															
	D Congratulations! You made the Honor Roll																																																																															
	E Principal's Honor Roll - Congratulations!																																																																															
<a href="#">Add New Record</a>																																																																																
<table border="1"> <thead> <tr> <th colspan="2"><b>Actual</b></th> </tr> <tr> <th><b>Code</b></th> <th><b>Count</b></th> </tr> </thead> <tbody> <tr> <td>MC</td> <td>5696</td> </tr> <tr> <td>C</td> <td>2</td> </tr> <tr> <td>S</td> <td>1</td> </tr> <tr> <td>Y</td> <td>1</td> </tr> </tbody> </table>				<b>Actual</b>		<b>Code</b>	<b>Count</b>	MC	5696	C	2	S	1	Y	1																																																																	
<b>Actual</b>																																																																																
<b>Code</b>	<b>Count</b>																																																																															
MC	5696																																																																															
C	2																																																																															
S	1																																																																															
Y	1																																																																															

All **Comment Codes** used in grade reporting display on the right side of the form. The comment code descriptions print on report cards if selected. At the bottom of the form are **Message Codes** and descriptions. They are used to print messages on student's report cards.

Next to each list of codes displays a total indicating the total number of each mark currently in the **GRD** table.

**ADD A CODE** To add a code and description click the mouse on the **Add New Record** in the area selected.

Academic Marks (A, B, C...)			Actual	
	MK	Count		
	A	Outstanding		22977
	B	Above Average		C- 1
	C	Average		D 1
	CR	Credit		F 1
	D	Below Average		
	F	Failing		
	I	Incomplete		
	NC	No Credit		
	NM	No Mark		
	Add New Record			

Enter a code selected and press **Tab**. Type the code description. When complete click the mouse on the **Save** icon.

	NM	No Mark
	P	Passing
<b>Save Record</b>		

**CHANGE A CODE** To change a code description, click the mouse on the **Change** icon.

	P	Passing
	Add New Record	

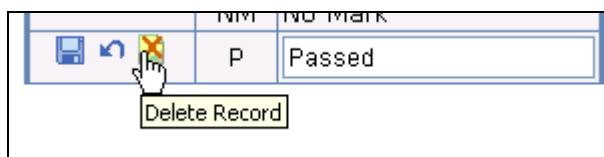
Enter the new description and click the mouse on the **Save** icon.

		P	Passed
	<b>Save Record</b>		

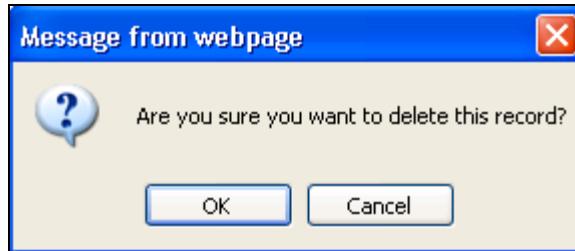
The record will now be updated in the listing.

	P	Passed
	Add New Record	

**DELETE A CODE** To delete a code click the mouse on the **Change** icon. Click the mouse on the **Delete** icon.



The following message will display to verify the delete. Click the mouse on the **OK** button.



The record will no longer display in the listing.

	NC	No Credit
	NM	No Mark

**MULTIPLE  
MARK  
HEADINGS**

The **Update Multiple Mark Headings and Descriptions** is used to update the headings that print over each mark on the multiple mark report cards. The sample below displays mark **M1** in the grade record and is titled **1<sup>st</sup> QTR** on the report card.

Update Multiple Mark Headings and Descriptions			
Current Mark	Heading	Descriptions of Mark	
<input type="radio"/> M1	1st	QTR	First Quarter Report Card Grade
<input type="radio"/> M2	2nd	QTR	Second Quarter Report Card Grade
<input type="radio"/> M3	SEM	EXM	First Semester Exam
<input type="radio"/> M4	1st	SEM	First Semester Report Card Grade
<input type="radio"/> M5	3rd	QTR	Third Quarter Report Card Grade
<input type="radio"/> M6	4th	QTR	Fourth Quarter Report Card Grade
<input type="radio"/> M7	SEM	EXM	Second Semester Exam
<input checked="" type="radio"/> M8	2nd	SEM	Second Semester Report Card Grade
<input type="radio"/> M9			
<input type="radio"/> M10			
<input type="radio"/> M11			
<input type="radio"/> M12			

**School Message**

Line 1:	Parent Conferences are the second week of November
Line 2:	

**Change**

**CHANGE  
HEADING OR  
ADD SCHOOL  
MESSAGE**

To change the heading or description of a mark, click the mouse on the **Change** button.



Click the mouse on the radio button next to the Mark selected. Press **Tab**. Change the Heading or Description. Add any school message to print on the report card. Click the mouse on the **Update** button.

<input checked="" type="radio"/> M9	FIN	GRD	Final Report Card
<input type="radio"/> M10			
<input type="radio"/> M11			
<input type="radio"/> M12			

**School Message**

Line 1:	Parent Conferences are the second week of November
Line 2:	

**Update** **Cancel**

The record will now be updated in the listing.

<input checked="" type="radio"/> M9	FIN	GRD	Final Report Card
<input type="radio"/> M10			
<input type="radio"/> M11			
<input type="radio"/> M12			

**School Message**

Line 1:	Parent Conferences are the second week of November
Line 2:	

**Change**

**UPDATE VALID MARKS** The **Update Valid Marks** is used to update or display all marks considered valid. Every possible mark, including those with plus and minus **must** be setup for grade reporting. **For example, "A", "A-**" and **"A+"** **must be defined.**

A mark can also be selected to be included in the GPA computation. If a student receives this mark the credit for the course is counted as completed and/or attempted. Some schools give a higher weighted GPA for honors courses. The point value is maintained in this table. For example, more weight can be given to an "A+" than for an "A-".

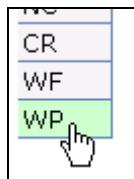
Marks	Valid Marks and GPA Computation Rule		
A+	Every possible valid mark, including those with + and - (eg: A+, F-) must be defined.		
A	Point value in GPA computation		
A-			
B+	Non-honors courses:	4.00	Honors courses:
B		5.00	Non-Academic courses:
B-	Count in GPA Computation?	4.00	4.00
C+	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note 1: Grade points are multiplied by credit value, and divided by the total credits attempted to compute GPA.	
C	Count as attempted?		
C-	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note 2: Honors courses are coded as "H" in the Course table, in the NA (non-academic/honors) field.	
D+	Count as completed?		
D	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note 3: "Academic GPA" excludes courses coded as "N" in the Course table, NA field.	
D-	Default Gradebook % Range	Low: 0.00	High: 0.00
F	CSIS Mark Type		
P			
I			
NM			
W			
X			
NC			
CR			
WF			
WP			
	Add	Change	Delete

**ADD A MARK** Click the mouse on the **Add** button..

CSIS Mark Type
<input checked="" type="button"/> Add <input type="button"/> Change <input type="button"/> Delete

Enter the selected **Mark** and press **Tab**. Enter the point values for the mark. On the left hand side of the form select whether this mark will be counted in the GPA computation, count as attempted or count as completed. Enter the Default Gradebook % Range. When complete click the mouse on the **Insert** button. The Mark will display in the left hand **Marks** column.

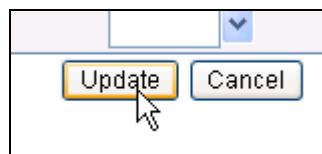
**CHANGE A MARK** From the Marks column, click the mouse on the mark to be changed.



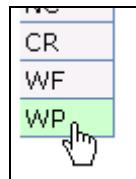
Click the mouse on the **Change** button.



Make any necessary changes to the Mark displayed. When complete click the mouse on the **Update** button.



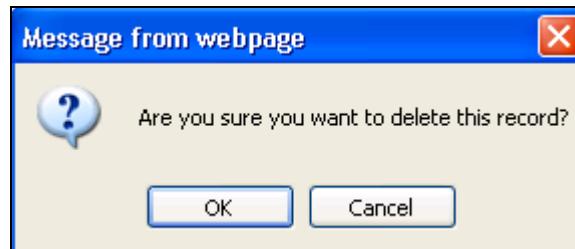
**DELETE A MARK** From the **Marks** column, click the mouse on the mark to be deleted.



Click the mouse on the **Delete** button.

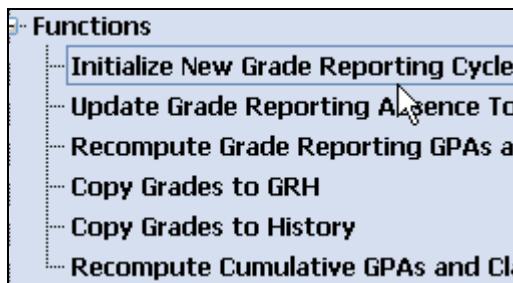


The following message will display to verify the delete. Click the mouse on the **OK** button and the Mark will no longer display in the listing.



**CREATE OR UPDATE GRADE REPORTING TABLE – MULTIPLE MARKS**

To create the **Grade** table, click the mouse on **Initialize New Grade Reporting Table** node under **Functions**.



The following form will display. Select the **Reporting Period** in the upper left corner.

The starting and ending dates will display for the term selected that have been setup in **School Options**. To change these dates click the mouse on the **Starting and Ending Dates** calendar and select new dates. Click the mouse on the type of **Scanner Forms** to be used in the upper right hand corner.

The dialog box has two main sections:

- Select Reporting Period:** Radio buttons for 1st Quarter/Trimester, 2nd Quarter/Trimester, First/Fall Semester, 3rd Quarter/Trimester, 4th Quarter/Trimester, and Second/Spring Semester. The "Second/Spring Semester" button is selected.
- Select Scanner Forms (or Students Per Sheet):** Radio buttons for 29 students per page - continuous form, 22 students per page - laser form (selected), 15 students per page - laser form, and 14 students per page - continuous form.

Below these sections are checkboxes for "Show Absences?", "Show Tardies?", and "Update for One Section?". A dropdown menu for "Initialize Which Mark" shows "8: 2nd SEM".

A message at the bottom states: "Grade History has already be populated for Marks: 1, 2, 3" and "Grade Table Created for Mark 8 on 4/13/2010". A "Initialize GRD Table" button is at the bottom right.

Click the mouse on **Show Absences** or **Show Tardies** to have them print on the report card. Select which mark from the **Initialize Which Mark** dropdown list. This will update the mark field with the grade mark entered during this reporting cycle. If you are only going to update one section click the mouse on **Update One Section** and enter the section number.

**Initialize New Grade Reporting Cycle**

<b>Select Reporting Period</b> <input type="radio"/> 1st Quarter/Trimester <input type="radio"/> 2nd Quarter/Trimester <input type="radio"/> First/Fall Semester <input type="radio"/> 3rd Quarter/Trimester <input type="radio"/> 4th Quarter/Trimester <input checked="" type="radio"/> Second/Spring Semester	<b>Select Scanner Forms (or Students Per Sheet)</b> <input type="radio"/> 29 students per page - continuous form <input checked="" type="radio"/> 22 students per page - laser form <input type="radio"/> 15 students per page - laser form <input type="radio"/> 14 students per page - continuous form  <input checked="" type="checkbox"/> Show Absences? <input checked="" type="checkbox"/> Show Tardies? Initialize Which Mark: 8: 2nd SEM <input type="button" value="▼"/> <input type="checkbox"/> Update for One Section?
<b>Select Starting and Ending Dates</b> 02/01/2010 <input type="button" value="–"/> 09/10/2010 <input type="button" value="–"/>  <input type="checkbox"/> Update Grade History (GRH)?	
Grade History has already be populated for Marks: 1, 2, 3 Grade Table Created for Mark 8 on 4/13/2010 <input type="button" value="Initialize GRD Table"/>	

If multiple tracks are setup select the tracks to be included in the grade reporting cycle. This area will be blank if the school is not setup as multi-track.

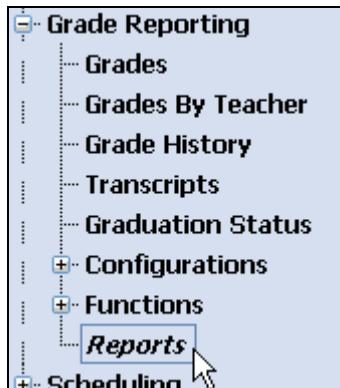
The **Update Grade History (GRH)** is an option that will copy over the last grade marks into the **GRH** table prior to creating the new **GRD** table.

After all options have been selected click the mouse on the **Initialize GRD Table** button. The date the **GRD** table was created for the mark selected will display at the bottom of the form.



**REMEMBER:** **Never create a new GRD table in the middle of a grading cycle.**

**GRADE REPORTS** After the grades have been entered through ABI or scanning various reports can be generated to verify the grades. Click the mouse on the **Reports** node.



All Grade reports will display. To generate a report click the mouse on the selected **Report**.

The screenshot shows a report selection interface. At the top, there are tabs for 'All Reports' and 'Report History', and dropdown menus for 'Category' (set to 'Grades') and 'Report Format' (set to 'PDF - Adobe Portable Document Format'). Below this is a table listing various reports:

Report Name	Category
CSF Eligibility Report	Grades
CSU Eligibility Report	Grades
Grade Report Cards	Grades
Grade Report Honor Roll	Grades
Grade Report Mark Analysis	Grades
Grade Report Mark Listing	Grades
Grade Report Mark Verification Listing	Grades
Graduation Requirements	Grades
Missing Mark Listing	Grades
Student Grades	Grades
Student Transcripts	Grades
UC Eligibility Report	Grades

A cursor arrow points to the 'Grade Report Mark Verification Listing' report in the table.

**PRINT GRD VERIFICATION LIST** The **Grade Report Mark Verification Listing** is used to verify the marks were entered properly. This list is printed and given to teachers for verification. Any corrections can then be updated prior to the report cards printed. The following is an example of the listing.

Screaming Eagle High School											4/24/2010					
Mark Verification Listing											Page 1					
2009-2010			Mark Verification Listing													
Teacher name:	Acosta	Period:	1	1st QTR	2nd QTR	SEM EXM SEM	1st QTR	3rd QTR	4th QTR	SEM EXM SEM	Cred	CI	WH	Abs	Tdy	Comments
Sheet	Line	STU#	Student Name	Grade	Sex											
6886	01	000190	Bennett, Carissa	9	F	A	B	A	A+	A	5.0	0	0			
	02	000264	Brown, Heather	9	F	B-	A+	A	A+	B+	5.0	1	1			
	03	000495	Cruz-Torres, Noelia	9	F					A+	5.0	0	0			
	04	000543	Delgio, Tyler	9	M					A+	5.0	1	0			

**PRINT  
MISSING  
MARK LIST**

The **Missing Mark Listing** is used to locate missing grade marks for students. This sheet is given to the teacher to alert them of missing marks. This report can be generated in order by student or by the teacher's class, with all students in the same period. The following is an example of the **Missing Mark Listing by Teacher**.

Screaming Eagle High School											4/24/2010			
MISSING MARK LISTING BY TEACHER - Acosta (M8)											Page 1			
STU#	Student Name	Grade	Sex	Per.	Course Title	Mark	Cit	W/H	Abs	Tdy	Comments	Credit Attnpt	Acad GPA	Total GPA
62	Appel, Allan J.	12	M	1	Tchr Aide				28	0		5.0	2.3	2.1
190	Bennett, Carissa L.	9	F	1	English 9 CP				0	0		5.0	2.4	2.7
264	Brown, Heather L.	9	F	1	English 9 CP				1	1		5.0	1.4	1.8
495	Cruz-Torres, Noelia	9	F	1	English 9 CP				0	0		5.0	0.0	0.0
543	Deligio, Tyler J.	9	M	1	English 9 CP				1	0		5.0	3.6	3.7
577	Downing, Michele C.	9	F	1	English 9 CP				0	0		5.0	0.0	0.0
661	Falls, Dustin L.	9	M	1	English 9 CP				3	6		5.0	2.0	2.3
728	Freeman, Destanie C.	9	F	1	English 9 CP				0	0		5.0	0.0	0.0
877	Gutierrez, Christopher	9	M	1	English 9 CP				6	20		5.0	1.0	1.0

**UPDATE  
GRADES BY  
TEACHER -  
TEACHER -  
MULTI MARK**

To update grades in order by teacher click the mouse on the **Update Grades by Teacher** node. To select a specific teacher click the mouse on the teacher.

Num	Name	First
0	Unassigned	
601	Aldrich	Mary
603	Maxim	Mark
605	Acosta	Julia
606	Berry	Helen
607	Bray	Ronald
609	Hammonds	Karen
610	Alvarado	Edmund
611	Bartlett	Janell
615	Crane	Scott
616	Castaneda	Ernesto
617	Mc Govran	Geraldin
618	Collins	Edward
619	Cook	Allison

Period:

The first period for the teacher selected will display. To change the period, click the mouse on the **Period** dropdown and select a different period.

Grades by Teacher/Multiple Marks																		
	Stu#	Student Name	Course	1st QTR	2nd QTR	SEM EXM	1st SEM	3rd QTR	4th QTR	SEM EXM	2nd SEM	Cred	Cit	WH	Abs	Tdy	Comments	
	190	Bennett, Carissa	English 9 CP	A	B	A	A+	A	A-	B	A+	5.00		0	0			
	264	Brown, Heather	English 9 CP	B-	A+	A	A+	B+	A	A		5.00		1	1			
	495	Cruz-Torres, Noelia	English 9 CP				A+					5.00		0	0			
	543	Deligio, Tyler	English 9 CP				A+					5.00		1	0			
	577	Downing, Michele	English 9 CP				A+					5.00		0	0			
	661	Falls, Dustin	English 9 CP				A+					5.00		3	6			
	728	Freeman, Destanie	English 9 CP				A+					5.00		0	0			
	877	Gutierrez, Christopher	English 9 CP				A+					5.00		6	20			
	897	Halton, Marisa	English 9 CP				A+					5.00		0	0			
	960	Hernandez-Gomez, Sarah	English 9 CP				A+					5.00		2	1			
	1058	Jauregui, Catherine	English 9 CP				A+					5.00		0	0			
	1380	Mc Clure, Darlene	English 9 CP				A+					5.00		0	0			
	1432	Miller, Alan	English 9 CP				A+					5.00		0	0			
	1457	Moncado, Monica	English 9 CP				A+					5.00		0	0			

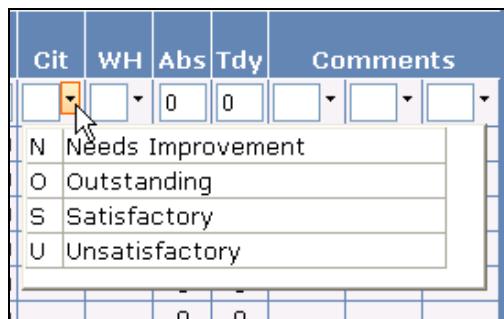
**TO CHANGE A GRADE** After selecting the teacher and period click the mouse on the **Change Grade** icon.

Grades by Teacher/Multiple Marks																		
	Stu#	Student Name	Course	1st QTR	2nd QTR	SEM EXM	1st SEM	3rd QTR	4th QTR	SEM EXM	2nd SEM	Cred	Cit	WH	Abs	Tdy	Comments	
	190	Bennett, Carissa	English 9 CP	A	B	A	A+	A	A-	B	A+	5.00		0	0			
	264	Brown, Heather	English 9 CP	B-	A+	A	A+	B+	A	A		5.00		1	1			
	495	Cruz-Torres, Noelia	English 9 CP				A+					5.00		0	0			

Click the mouse in the **Mark** and enter a valid mark. Press **Tab** to move across the grade fields.

Grades by Teacher/Multiple Marks																		
	Stu#	Student Name	Course	1st QTR	2nd QTR	SEM EXM	1st SEM	3rd QTR	4th QTR	SEM EXM	2nd SEM	Cred	Cit	WH	Abs	Tdy	Comments	
	190	Bennett, Carissa	English 9 CP	A	B	A	A+	A	A-	B	A+	5.00		0	0			
	264	Brown, Heather	English 9 CP	B-	A+	A	A+	B+	A	A	A	5.00		1	1			
	495	Cruz-Torres, Noelia	English 9 CP				A+					5.00		0	0			
	543	Deligio, Tyler	English 9 CP				A+					5.00		1	0			

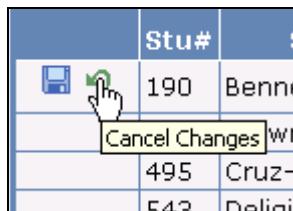
Click the mouse on the dropdown to select from the **Citizenship Mark**, **Work Habits** or **Comments**.



When complete click the mouse on the **Save** icon.



**CANCEL CHANGES** To cancel out the changes made click the mouse on the **Cancel** icon. The student's grade mark will return to the original record.



**DISPLAY AND UPDATE STUDENT GRADES - MULTI MARK** The **Grades** form will display grades by student and allows changes to be made. The grades are usually input from a scan sheet or from ABI.  
To update grades by student click the mouse on **Grades** node and the **Grades** form will display.

Grades																																																																																																																																																																																																																																												
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	Status																																																																																																																																																																																																																															
FLG	2	Abdelnour	Alice		99400002	F	9	15																																																																																																																																																																																																																																				
Parent/Guardian				Home Phone				Father's Work				Mother's Work																																																																																																																																																																																																																																
M/M A Abdelnour				(777) 555-2865				(777) 555-3118																																																																																																																																																																																																																																				
<a href="#">Print</a>																																																																																																																																																																																																																																												
<table border="1"> <thead> <tr> <th colspan="3">Crs-Per ID</th><th colspan="2">Course</th><th colspan="2">Teacher</th><th>1st QTR</th><th>2nd QTR</th><th>SEM EXM</th><th>1st SEM QTR</th><th>3rd SEM QTR</th><th>4th SEM EXM</th><th>2nd SEM QTR</th><th>M9</th><th>M10</th><th>M11</th><th>M12</th><th>Cred Crt WH Abs Tdy Comments</th></tr> </thead> <tbody> <tr> <td>1</td><td>0325</td><td>Sh Eng Lit I</td><td>694</td><td>Edwards</td><td>B-</td><td>C-</td><td>C+</td><td>B-</td><td>C</td><td>C</td><td>C</td><td>C</td><td></td><td></td><td></td><td></td><td>5.00 S</td><td>1 0</td></tr> <tr> <td>2</td><td>0674</td><td>Phys Science,CP</td><td>715</td><td>Sturgeon</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td></td><td></td><td></td><td></td><td></td><td></td><td>5.00</td><td>1 0</td></tr> <tr> <td>3</td><td>0625</td><td>Algebra A</td><td>825</td><td>Valbuena</td><td>NM</td><td>C</td><td>C</td><td>D</td><td>D</td><td>F</td><td></td><td>D</td><td></td><td></td><td></td><td>5.00 S</td><td>4 0</td></tr> <tr> <td>4</td><td>0010</td><td>PE 9</td><td>702</td><td>Sanders</td><td>A</td><td>B</td><td>B+</td><td>A</td><td>B+</td><td>B+</td><td></td><td></td><td></td><td></td><td></td><td>5.00</td><td>5 0</td></tr> <tr> <td>5</td><td>0255</td><td>Intro Cmptr Lit</td><td>678</td><td>Milam</td><td>D</td><td>D</td><td>D-</td><td></td><td></td><td></td><td>D</td><td></td><td></td><td></td><td></td><td>5.00 S</td><td>0 0</td></tr> <tr> <td>5</td><td>0590</td><td>Music Apprectxn</td><td>802</td><td>Schuler</td><td></td><td></td><td></td><td>A</td><td>B</td><td>A</td><td></td><td></td><td></td><td></td><td></td><td>5.00</td><td>0 0</td></tr> <tr> <td>5</td><td>0208</td><td>Bus Tech Core</td><td>856</td><td>Blackburn</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>5.00</td><td>5 1</td></tr> <tr> <td>6</td><td>0321</td><td>Reading Fundmntl</td><td>623</td><td>Monarch</td><td>NM</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td></td><td></td><td></td><td></td><td></td><td>5.00</td><td>5 0</td></tr> <tr> <td colspan="18"><a href="#">Add New Record</a></td></tr> <tr> <td colspan="2"><b>Academic Weighted</b></td><td colspan="2"><b>Academic Non-Weighted</b></td><td colspan="2"><b>Total Weighted</b></td><td colspan="2"><b>Total Non-Weighted</b></td><td colspan="2"><b>Credit Attmp</b></td><td colspan="2"><b>Credit Comp</b></td><td colspan="2"><b>Class Rank</b></td><td colspan="2"><b>Class Size</b></td><td colspan="2"><a href="#">Recompute</a></td></tr> <tr> <td>1.3333</td><td></td><td>1.3333</td><td></td><td>1.3333</td><td></td><td>1.3333</td><td></td><td>15.0000</td><td></td><td>15.0000</td><td></td><td>188</td><td></td><td>511</td><td></td><td></td><td></td></tr> </tbody> </table>																		Crs-Per ID			Course		Teacher		1st QTR	2nd QTR	SEM EXM	1st SEM QTR	3rd SEM QTR	4th SEM EXM	2nd SEM QTR	M9	M10	M11	M12	Cred Crt WH Abs Tdy Comments	1	0325	Sh Eng Lit I	694	Edwards	B-	C-	C+	B-	C	C	C	C					5.00 S	1 0	2	0674	Phys Science,CP	715	Sturgeon	F	F	F	F	F	F							5.00	1 0	3	0625	Algebra A	825	Valbuena	NM	C	C	D	D	F		D				5.00 S	4 0	4	0010	PE 9	702	Sanders	A	B	B+	A	B+	B+						5.00	5 0	5	0255	Intro Cmptr Lit	678	Milam	D	D	D-				D					5.00 S	0 0	5	0590	Music Apprectxn	802	Schuler				A	B	A						5.00	0 0	5	0208	Bus Tech Core	856	Blackburn												5.00	5 1	6	0321	Reading Fundmntl	623	Monarch	NM	A	A	A	A	A						5.00	5 0	<a href="#">Add New Record</a>																		<b>Academic Weighted</b>		<b>Academic Non-Weighted</b>		<b>Total Weighted</b>		<b>Total Non-Weighted</b>		<b>Credit Attmp</b>		<b>Credit Comp</b>		<b>Class Rank</b>		<b>Class Size</b>		<a href="#">Recompute</a>		1.3333		1.3333		1.3333		1.3333		15.0000		15.0000		188		511			
Crs-Per ID			Course		Teacher		1st QTR	2nd QTR	SEM EXM	1st SEM QTR	3rd SEM QTR	4th SEM EXM	2nd SEM QTR	M9	M10	M11	M12	Cred Crt WH Abs Tdy Comments																																																																																																																																																																																																																										
1	0325	Sh Eng Lit I	694	Edwards	B-	C-	C+	B-	C	C	C	C					5.00 S	1 0																																																																																																																																																																																																																										
2	0674	Phys Science,CP	715	Sturgeon	F	F	F	F	F	F							5.00	1 0																																																																																																																																																																																																																										
3	0625	Algebra A	825	Valbuena	NM	C	C	D	D	F		D				5.00 S	4 0																																																																																																																																																																																																																											
4	0010	PE 9	702	Sanders	A	B	B+	A	B+	B+						5.00	5 0																																																																																																																																																																																																																											
5	0255	Intro Cmptr Lit	678	Milam	D	D	D-				D					5.00 S	0 0																																																																																																																																																																																																																											
5	0590	Music Apprectxn	802	Schuler				A	B	A						5.00	0 0																																																																																																																																																																																																																											
5	0208	Bus Tech Core	856	Blackburn												5.00	5 1																																																																																																																																																																																																																											
6	0321	Reading Fundmntl	623	Monarch	NM	A	A	A	A	A						5.00	5 0																																																																																																																																																																																																																											
<a href="#">Add New Record</a>																																																																																																																																																																																																																																												
<b>Academic Weighted</b>		<b>Academic Non-Weighted</b>		<b>Total Weighted</b>		<b>Total Non-Weighted</b>		<b>Credit Attmp</b>		<b>Credit Comp</b>		<b>Class Rank</b>		<b>Class Size</b>		<a href="#">Recompute</a>																																																																																																																																																																																																																												
1.3333		1.3333		1.3333		1.3333		15.0000		15.0000		188		511																																																																																																																																																																																																																														

To select a specific student use the search engine to locate and display the students grades.

ab								Go
<input checked="" type="checkbox"/> Include Inactive Students								X
StuNum	Last Name	First Name	Middle	Grd	Sex	Perm ID	Status	
1	Abbott	Allen	James	11	M	99400001		
2	Abdelnour	Alice		9	F	99400002		
3	Abdo	Alice	A		F	99400003		
4	Abdo	Arnold	A	10	M	99400004		

**CHANGE A GRADE** After selecting the student click the mouse on the **Change** icon.

Grades																																																																																																
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	Status																																																																																			
■	2	Abdelnour	Alice		99400002	F	9	15																																																																																								
Parent/Guardian				Home Phone			Father's Work			Mother's Work																																																																																						
M/M A Abdelnour				(777) 555-2865			(777) 555-3118																																																																																									
Print																																																																																																
<table border="1"> <thead> <tr> <th>Crs-Per ID</th> <th>Course</th> <th>Tch#</th> <th>Teacher</th> <th>1st QTR</th> <th>2nd QTR</th> <th>SEM EXM</th> <th>1st SEM</th> <th>3rd SEM</th> <th>4th SEM</th> <th>2nd SEM</th> <th>M9</th> <th>M10</th> <th>M11</th> <th>M12</th> <th>Cred</th> <th>Cit</th> <th>WH</th> <th>Abs</th> <th>Tdy</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0325 Sh Eng Lit I</td> <td>694</td> <td>Edwards</td> <td>B-</td> <td>C-</td> <td>C+</td> <td>B-</td> <td>C</td> <td>C</td> <td>C</td> <td></td> <td></td> <td></td> <td></td> <td>5.00</td> <td>S</td> <td></td> <td>1</td> <td>0</td> <td></td> </tr> <tr> <td>2</td> <td>0674 Phys Science,CP</td> <td>715</td> <td>Sturgeon</td> <td>F</td> <td>F</td> <td>F</td> <td>F</td> <td>F</td> <td>F</td> <td></td> <td></td> <td></td> <td></td> <td>5.00</td> <td></td> <td></td> <td>1</td> <td>0</td> <td></td> </tr> <tr> <td>3</td> <td>0625 Algebra A</td> <td>825</td> <td>Valbuena</td> <td>NM</td> <td>C</td> <td>C</td> <td>D</td> <td>D</td> <td>F</td> <td>D</td> <td></td> <td></td> <td></td> <td>5.00</td> <td>S</td> <td></td> <td>4</td> <td>0</td> <td></td> </tr> </tbody> </table>															Crs-Per ID	Course	Tch#	Teacher	1st QTR	2nd QTR	SEM EXM	1st SEM	3rd SEM	4th SEM	2nd SEM	M9	M10	M11	M12	Cred	Cit	WH	Abs	Tdy	Comments	1	0325 Sh Eng Lit I	694	Edwards	B-	C-	C+	B-	C	C	C					5.00	S		1	0		2	0674 Phys Science,CP	715	Sturgeon	F	F	F	F	F	F					5.00			1	0		3	0625 Algebra A	825	Valbuena	NM	C	C	D	D	F	D				5.00	S		4	0	
Crs-Per ID	Course	Tch#	Teacher	1st QTR	2nd QTR	SEM EXM	1st SEM	3rd SEM	4th SEM	2nd SEM	M9	M10	M11	M12	Cred	Cit	WH	Abs	Tdy	Comments																																																																												
1	0325 Sh Eng Lit I	694	Edwards	B-	C-	C+	B-	C	C	C					5.00	S		1	0																																																																													
2	0674 Phys Science,CP	715	Sturgeon	F	F	F	F	F	F					5.00			1	0																																																																														
3	0625 Algebra A	825	Valbuena	NM	C	C	D	D	F	D				5.00	S		4	0																																																																														

Click the mouse in the **Mark** and enter a valid mark. Press **Tab** to move across the grade fields.

Grades																																																																																																																				
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	Status																																																																																																							
■	2	Abdelnour	Alice		99400002	F	9	15																																																																																																												
Parent/Guardian				Home Phone			Father's Work			Mother's Work																																																																																																										
M/M A Abdelnour				(777) 555-2865			(777) 555-3118																																																																																																													
Print																																																																																																																				
<table border="1"> <thead> <tr> <th>Crs-Per ID</th> <th>Course</th> <th>Tch#</th> <th>Teacher</th> <th>1st QTR</th> <th>2nd QTR</th> <th>SEM EXM</th> <th>1st SEM</th> <th>3rd SEM</th> <th>4th SEM</th> <th>2nd SEM</th> <th>M9</th> <th>M10</th> <th>M11</th> <th>M12</th> <th>Cred</th> <th>Cit</th> <th>WH</th> <th>Abs</th> <th>Tdy</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0325 Sh Eng Lit I</td> <td>694</td> <td>Edwards</td> <td>B-</td> <td>C-</td> <td>C+</td> <td>B-</td> <td>C</td> <td>C</td> <td>C</td> <td></td> <td></td> <td></td> <td></td> <td>5.00</td> <td>S</td> <td></td> <td>1</td> <td>0</td> <td></td> </tr> <tr> <td>2</td> <td>0674 Phys Science,CP</td> <td>715</td> <td>Sturgeon</td> <td>F</td> <td>F</td> <td>F</td> <td>F</td> <td>F</td> <td>F</td> <td>D</td> <td></td> <td></td> <td></td> <td>5.00</td> <td></td> <td></td> <td>1</td> <td>0</td> <td></td> </tr> <tr> <td>3</td> <td>0625 Algebra A</td> <td>825</td> <td>Valbuena</td> <td>NM</td> <td>C</td> <td>C</td> <td>D</td> <td>D</td> <td>F</td> <td>D</td> <td></td> <td></td> <td></td> <td>5.00</td> <td>S</td> <td></td> <td>4</td> <td>0</td> <td></td> </tr> <tr> <td>4</td> <td>0010 PE 9</td> <td>702</td> <td>Sanders</td> <td>A</td> <td>B</td> <td>B+</td> <td>A</td> <td>B+</td> <td>B+</td> <td></td> <td></td> <td></td> <td></td> <td>5.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>															Crs-Per ID	Course	Tch#	Teacher	1st QTR	2nd QTR	SEM EXM	1st SEM	3rd SEM	4th SEM	2nd SEM	M9	M10	M11	M12	Cred	Cit	WH	Abs	Tdy	Comments	1	0325 Sh Eng Lit I	694	Edwards	B-	C-	C+	B-	C	C	C					5.00	S		1	0		2	0674 Phys Science,CP	715	Sturgeon	F	F	F	F	F	F	D				5.00			1	0		3	0625 Algebra A	825	Valbuena	NM	C	C	D	D	F	D				5.00	S		4	0		4	0010 PE 9	702	Sanders	A	B	B+	A	B+	B+					5.00					
Crs-Per ID	Course	Tch#	Teacher	1st QTR	2nd QTR	SEM EXM	1st SEM	3rd SEM	4th SEM	2nd SEM	M9	M10	M11	M12	Cred	Cit	WH	Abs	Tdy	Comments																																																																																																
1	0325 Sh Eng Lit I	694	Edwards	B-	C-	C+	B-	C	C	C					5.00	S		1	0																																																																																																	
2	0674 Phys Science,CP	715	Sturgeon	F	F	F	F	F	F	D				5.00			1	0																																																																																																		
3	0625 Algebra A	825	Valbuena	NM	C	C	D	D	F	D				5.00	S		4	0																																																																																																		
4	0010 PE 9	702	Sanders	A	B	B+	A	B+	B+					5.00																																																																																																						

Click the mouse on the dropdown to select from the **Citizenship Mark**, **Work Habits** or **Comments**.

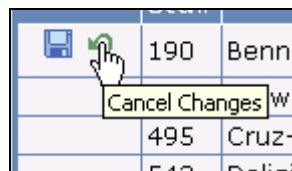
Cit	WH	Abs	Tdy	Comments								
0	0											
<table border="1"> <tr> <td>N</td> <td>Needs Improvement</td> </tr> <tr> <td>O</td> <td>Outstanding</td> </tr> <tr> <td>S</td> <td>Satisfactory</td> </tr> <tr> <td>U</td> <td>Unsatisfactory</td> </tr> </table>				N	Needs Improvement	O	Outstanding	S	Satisfactory	U	Unsatisfactory	
N	Needs Improvement											
O	Outstanding											
S	Satisfactory											
U	Unsatisfactory											

When complete click the mouse on the **Save** icon.



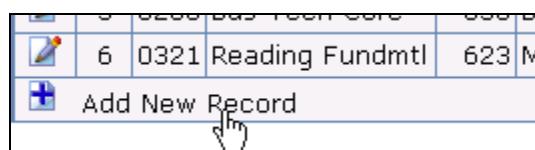
**CANCEL  
CHANGES**

To cancel out the changes made click the mouse on the **Cancel** icon. The student's grade mark will return to the original record.



**ADD A  
GRADE**

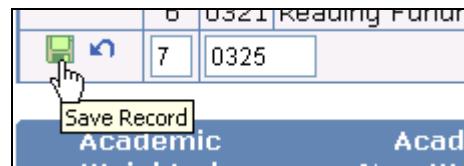
Click the mouse on **Add New Record**. Click the mouse in the **Per** field. Use the **Tab** to move through out the fields.



Enter a period, course number, teacher number, mark, credit, citizenship, work habits, absences or tardies and comment codes.

Grades																	
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	AttProg3	AttProg4	AttProg5	AttProg6	
FLG	2	Abdelnour	Alice		99400002	F	9	15									
<b>Parent/Guardian</b>				<b>Home Phone</b>					<b>Father's Work</b>					<b>Mother's Work</b>			
M/M A Abdelnour				(777) 555-2865					(777) 555-3118								
<b>Print</b>																	
Grs- Per	ID	Course	Tch#	Teacher	1st QTR	2nd QTR	SEM EXM	1st SEM	3rd QTR	4th QTR	SEM EXM	2nd SEM	M9	M10	M11	M12	Cred Crt Wt
	1	0325 Sh Eng Lit I	694 Edwards	B-	C-	C+	B-	C	C	C	C	C					5.00 S
	2	0674 Phys Science,CP	715 Sturgeon	F	F	F	F	F	F	F	F	F					5.00
	3	0625 Algebra A	825 Valbuena	NM	C	C	D	D	F			D					5.00 S
	4	0010 PE 9	702 Sanders	A	B	B+	A	B+	B+	B+	B+						5.00
	5	0255 Intro Cmptr Lit	678 Milam	D	D	D-						D					5.00 S
	5	0590 Music Apprectn	802 Schuler					A	B	A							5.00
	5	0208 Bus Tech Core	856 Blackburn														5.00
	6	0321 Reading Fundmtl	623 Monarch	NM	A	A	A	A	A	A	A	A					5.00
	7	0325	694														0

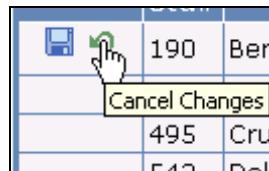
When complete click the mouse on the **Save** icon.



The new grade record added will now display.

7	0325 Sh Eng Lit I	694 Edwards				B										5.00 S	0 0
<b>Add New Record</b>																	

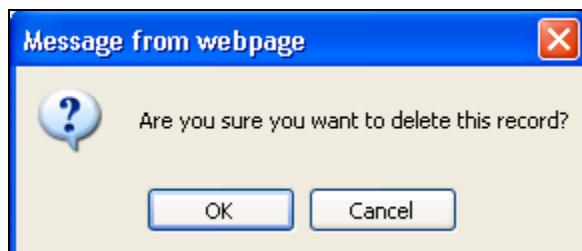
**CANCEL CHANGES** To cancel out the changes made click the mouse on the **Cancel** icon. The student's grade mark will return to the original record.



**DELETE A GRADE** To **Delete** a grade for the student displayed click the mouse on the **Change** icon next to the grade to be deleted. Click the mouse on the **Delete** icon.



A verification message will display. Click the mouse on the **OK** button to delete the grade.



**RECALCULATE GPA, CLASS RANK, SIZE** Any changes to Grades will affect the current GPA's calculated and must be re-computed.

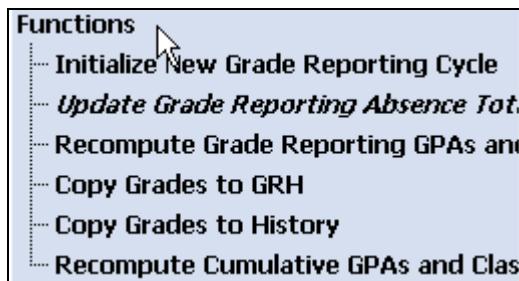
After grades are updated, to recalculate the GPA, class rank and size for the student displayed, click the mouse on the **Recompute** button.

Academic Weighted	Academic Non-Weighted	Total Weighted	Total Non-Weighted	Credit Attmp	Credit Comp	Class Rank	Class Size	Recompute
4.0000	4.0000	3.8000	3.8000	25.0000	25.0000	232	386	

The calculations will be performed and the new calculations will now display.

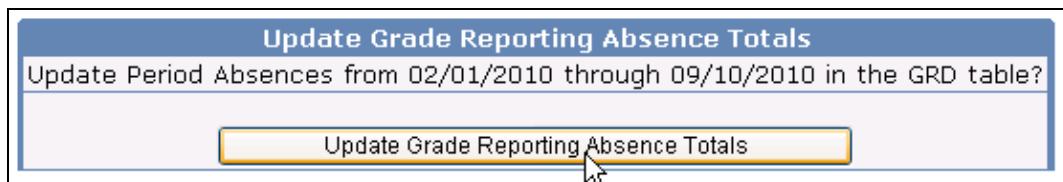
Academic Weighted	Academic Non-Weighted	Total Weighted	Total Non-Weighted	Credit Attmp	Credit Comp	Class Rank	Class Size
3.6667	3.6667	3.6000	3.6000	25.0000	25.0000	41	415

**FUNCTIONS NODE** After all grades have been verified and updated prior to generating report cards various calculations must be performed. The **Update Grade Reporting Absence Totals** should be generated if attendance is printed on the report cards.

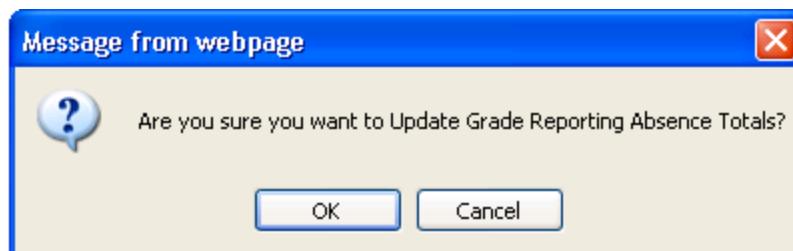


**UPDATE ABSENCE TOTALS** From the **Functions** node click the mouse on **Update Grade Reporting Absence Totals**.

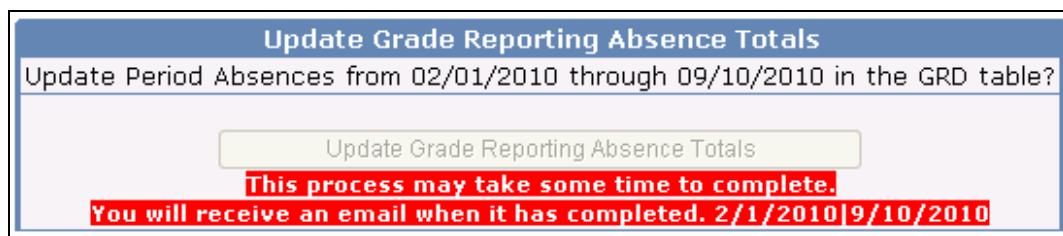
The following form will display. Click the mouse on the **Update Grade Reporting Absence Totals** button.



The following message will display. Click the mouse on the OK button.



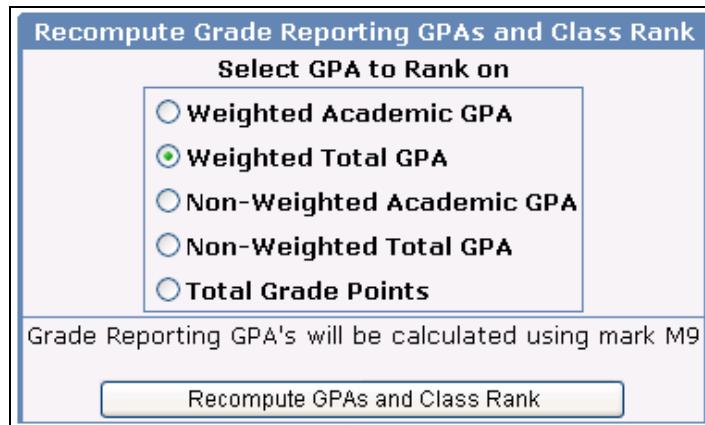
The following message will display while the absence totals are being updated.



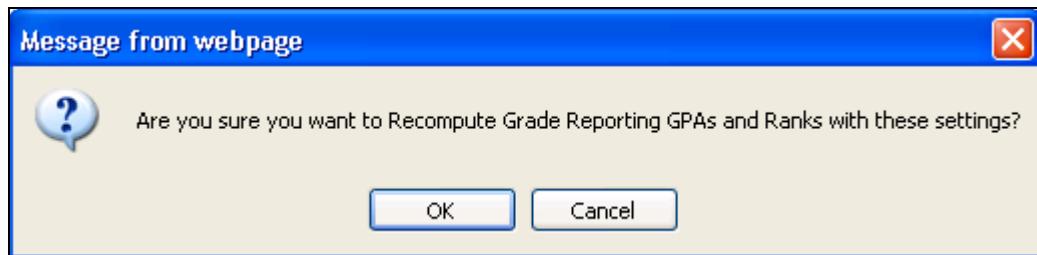
**RECOMPUTE GRADE REPORT GPA AND CLASS RANKING** The **Re-compute Grade Report GPA and Class Ranking** will recalculate all students' GPA, class rank and size. This option must be run prior to printing the **Report Cards** to ensure that all GPA's are correct when printed.

From the **Functions** node click the mouse on the **Re-compute Grade Report GPA and Class Ranking** node.

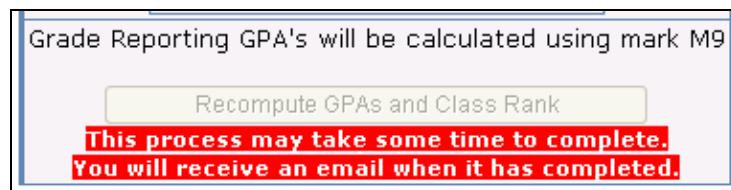
The following selection box will display. Select the GPA to rank. This will determine what the class rank is based on. The class rank can be based on the Academic GPA or Total GPA. A message also displays to indicate which mark will be used to calculate GPAs if multiple marks are being stored. Click the mouse on the **Recompute GPA and Class Rank** button.



The following message will display. Click the mouse on the **OK** button.



The calculation process will begin and the following message will display.



**GRADE REPORT CARDS** To print Report Cards click the mouse on the **Reports** node. Click the mouse on the **Grade Report Cards**.

All Reports	Report History
Category:	Grades
Report Format:	PDF - Adobe Portable Document Format
Report Name	Category
CSF Eligibility Report	Grades
CSU Eligibility Report	Grades
Grade Report Cards	Grades
Grade Report Honor Roll	Grades
Grade Report Mark Analysis	Grades

The **Print Grade Report Cards** form will display to allow you to select all data necessary to produce any of the available report cards.

Print Grade Report Cards Report Options				
Report Format: PDF		Report Delivery: None		
<input type="checkbox"/> Print mail info at top of page		<input checked="" type="radio"/> Active students Only <input type="radio"/> Both Active and Inactive Students		
<input type="radio"/> 1 mark letter <input type="radio"/> 1 mark Trifold <input checked="" type="radio"/> 3 mark letter <input type="radio"/> 3 mark Trifold <input type="radio"/> 6 mark letter <input type="radio"/> 6 mark Trifold <input type="radio"/> 8 mark letter <input type="radio"/> 9 mark Trifold <input type="radio"/> 12 mark letter <input type="radio"/> 12 mark Trifold		<b>Select Report Card to Print</b>		
		<b>Print Report Cards For</b>		
		<input type="checkbox"/> Show all Students (includes inactive students)		
		Stu#	Name	Sex
		1	Abbott, Allen	M
		2	Abdelnour, Alice	F
		3	Abdo, Alice	F
		4	Abdo, Arnold	M
		5	Abea, Ayrianna	F
		6	Abeljan, Tanya	F
		8	Abesamis, Tatiana	F
		10	Abrego, Alice	F
		11	Abrego, Ivette	F
		12	Aceves, Steven	M
		13	Ackermann, Kathrin	F
		14	Acuna, Allan	M
		15	Acuna, Darlene	F
		Total: 0	Select All Students	Clear All
Run Report				

Under the **Select Report Card to Print**, click the mouse on the radio button to the left of the report card selected. The default is set to **Print report cards for active students only**. To include inactive students click the mouse on **Both Active and Inactive Students**.

The default address for report cards is to the **Parents**. Contacts can be tagged on the **Contacts** form to also receive report cards. To print report cards for contacts click the mouse on **Contacts**. Report cards generated for parents and contacts are two separate operations and must be run separately.

To print a report card for specific students click the mouse on the **Students Name** and the name will be hi-lighted. To display all students including inactive students click the mouse on **Show All Students**. To print report cards for ALL students click the mouse on the **Select All Students** button.

**Select Students to Print**

Show all Students (includes inactive students)

Stu#	Name	Sex	Grade	StuID
1	Abbott, Allen	M	11	99400001
2	Abdelnour, Alice	F	9	99400002
3	Abdo, Alice	F	9	99400003
4	Abdo, Arnold	M	10	99400004
5	Abeas, Ayrianna	F	12	99400005
6	Abejon, Tanya	F	10	99400006
8	Abesamis, Tatiana	F	9	99400008
10	Abrego, Alice	F	9	99400010
11	Abrego, Ivette	F	8	99400011
12	Aceves, Steven	M	12	99400012
13	Ackermann, Kathrin	F	10	99400013
14	Acuna, Allan	M	10	99400014
15	Acuna, Darlene	F	10	99400015

Total: 0       

If the school is a multi-track school an option will display to specify a particular track to print report cards. Multiple mark grade reports can also be printed depending on the report card selected. All letter report cards have the option to print mail information at the top of the report card instead of at the bottom. Click the mouse on **Print Mail info At Top of Page** at the top of the form.

**Print Grade Report Cards**  
Report Options

Report Format:  Report Delivery:

Print mail info at top of page

Select Report Card to Print		Print Report Cards For		Select Students to Print	
<input type="radio"/> 1 mark letter	<input type="radio"/> 1 mark Trifold	<input checked="" type="radio"/> Active students Only	<input type="radio"/> Both Active and Inactive Students	<input type="checkbox"/> Show all Students (includes inactive students)	
<input type="radio"/> 3 mark letter	<input type="radio"/> 3 mark Trifold				
<input type="radio"/> 6 mark letter	<input type="radio"/> 6 mark Trifold				
<input type="radio"/> 8 mark letter	<input type="radio"/> 9 mark Trifold				
<input type="radio"/> 12 mark letter	<input type="radio"/> 12 mark Trifold				

**Address Report Cards To**

Parents  
 Contacts - Only students who have contacts

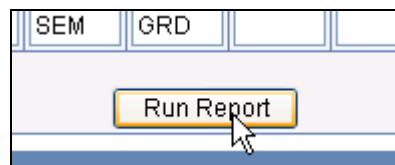
**Print Report Cards In**

All Languages  English Only  Only CL Of:

**Select up to Three Marks to Print on the Report Card**

All	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>									
1st	2nd	SEM	1st	3rd	4th	SEM	2nd					
QTR	QTR	EXM	SEM	QTR	QTR	EXM	SEM					

After all selections are complete click the mouse on the **Run Report** button. The appropriate report card will be generated.



**ONE MARK  
PLAIN  
PAPER  
REPORT  
CARD**

The following report card is an example of the one mark plain paper report card. It is designed for printing on a laser printer to be folded and stuffed in a one or two window # 9 or # 10 envelope.

SCREAMING EAGLE HIGH SCHOOL							
Semester Report Card				9/1/2009 - 11/6/2009			
Student Name		Number	Grade	Sex	Perm ID		Counselor
Tanya Abejon		0006	10	F	099400006		Wilson
Per	Course	Teacher	Mark	Credit	Cit	W/H	Abs
1	Hon Eng 10 CP	Nuno	B	5.00			1
2	Honors Biology	McCusker	C	5.00			1
3	Geometry Cp	Odsather	A	5.00			1
4	Comp Sys & Tech	Milam	A-	5.00			0
5	Spanish II	Gray	C+	5.00			1
6	Athletics	Cooksey	A	5.00			1

**ONE MARK  
PLAIN PAPER  
TRI-FOLD  
REPORT  
CARD**

The following report card is an example of the one mark plain paper tri-fold report card. It is designed for printing on a laser printer to be folded and stuffed in a one or two window # 9 or # 10 envelope. This report card can be printed with up to 9 marks.

SCREAMING EAGLE HIGH SCHOOL				Semester Report Card				09/01/2009 - 11/06/2009	
Student Name: Tanya Abejon		Number: 000006	Perm ID: 99400006	Sex: F	Grade: 10	Counselor: Wilson			
Per	Course	Teacher	Mark	Credit	Cit	W/H	Abs	Comments	
1	Hon Eng 10 CP	Nuno	B	5.00			1	Excellent Student Works At Apparent Ability	
2	Honors Biology	McCusker	C	5.00			1	Conscientious And Cooperative	
3	Geometry Cp	Odsather	A	5.00			1		
4	Comp Sys & Tech	Milam	A-	5.00			0		
5	Spanish II	Gray	C+	5.00			1		
6	Athletics	Cooksey	A	5.00			1		

**PRINT GRADE REPORT MARK LIST** The **Grade Report Mark Listing** displays all grade information printed on the report cards. Select whether to **View Only Populated Marking Periods**, to **Show comment Descriptions instead of Codes** and whether to **Include Inactive Students**. Click the mouse on the **Run Report** button.

**Print Grade Report Mark Listing  
Report Options**

Report Format: <b>PDF</b> <input type="button" value="▼"/>
Report Delivery: <b>None</b> <input type="button" value="▼"/>
<input checked="" type="checkbox"/> View Only Populated Marking Periods <input checked="" type="checkbox"/> Show Comment Descriptions instead of Codes <input type="checkbox"/> Include Inactive Students
<input type="button" value="Run Report"/>

The following is an example of **Mark Listing By Student** with multiple marks.

<b>Screaming Eagle High School</b>												5/2/2010						
<b>MARK LISTING BY STUDENT</b>												Page 1						
Student Name	Grd	Sex	Stu#	Pd	Course Title	Teacher	1st SEM 2nd SEM 3rd SEM 4th SEM FIN						Comments	Credit Attemp	Credit Compl			
							QTR	QTR	EXM	SEM	QTR	QTR	EXM	SEM	GR			
Abbott, Allen J.	11	M	1	0	Weight Trng	Sanders	B	B	D		B		O	0	0	5.0	0.0	
				0	Work Exper Edu	Wright			P		A		S	0	0	5.0	0.0	
				1	Weight Trng	Milam				D-				0	0	5.0	0.0	
				1	Health/Careers	Valdez	B	B	A		A		O	0	0	5.0	0.0	
				2	English 12 CP	Thatcher				D				0	0	5.0	0.0	
				2	Economics Cp	Wiard	C-	C	C		A			0	0	5.0	0.0	
				3	English 12 CP	Goode	C+							0	0	5.0	0.0	
				3	PE	Ward		A	B	B+				0	0	5.0	0.0	
				4	PE	Samora	B							0	0	5.0	0.0	
				4	English 12 CP	Thatcher		C	C				0	0		5.0	0.0	
				4	Civics Cp	Yeppez				C+				0	0		5.0	0.0
				5	Physics Cp	Alvarado	C-	D+	C	C-				0	0		5.0	0.0
				7	Sh Eng Lit I	Edwards					B			0	0		5.0	0.0
					Acad GPA: 3.67		Non-Weighted: 3.67		Tota GPA: 3.60		Non-Weighted: 3.60				25.00	25.00		

**PRINT HONOR  
ROLL AND  
CLASS RANK  
LIST**

The **Honor Roll and Class Rank Listing** is based on the Class Rank from the latest grade reporting cycle. **Prior to printing the report the current grade point averages and class ranks must be recomputed.**

From the **Reports** node click the mouse on **Grade Report Honor Roll** and the following selection box will display.

Print Grade Report Honor Roll  
Report Options

Report Format: PDF

Report Delivery: None

Sort Report By: 1 - Grade and Class Rank

Run Report

Click the mouse on the **Select the Sort Report By** dropdown and select the order for the report to be generated. Click the mouse on the **Run Report** button.

Print Grade Report Honor Roll  
Report Options

Report Format: PDF

Report Delivery: None

Sort Report By: 1 - Grade and Class Rank

- 1 - Grade and Class Rank
- 2 - Grade and Academic GPA
- 3 - Grade and Student Name
- 4 - Student Name
- 5 - Class Rank

The following is an example of the **Honor Roll and Class Rank Listing** report.

Screaming Eagle High School											9/9/2009	
2009-2010		HONOR ROLL AND CLASS RANK LISTING									Page 7	
(Based on Current Grades Only)												
Student Name	Sex	Grad Grade	Total Track	GPA	Non- Weighted	Academic GPA	Non- Weighted	Credit Attempted	Credit Complete	Class Rank	Class Size	
Oawster, Tiffany	F	9	4.8750	4.0000	5.0000	4.0000	4.0000	40.00	40.00	1	514	
Sanchez, Caleb A.	M	9	4.5000	3.6250	4.8571	3.8571	40.00	40.00	40.00	2	514	
Encinas, Andrew R.	M	9	4.5000	4.0000	4.5714	4.0000	40.00	40.00	40.00	3	514	
Dobszewicz, Leah Fran	F	9	4.3333	3.8333	4.4000	3.8000	30.00	30.00	30.00	4	514	
Loza, Julia	F	9	4.3333	3.6667	4.4000	3.6000	30.00	30.00	30.00	4	514	

**PRINT MARK ANALYSIS BY TEACHER OR COURSE**

The **Grade Report Mark Analysis** is an analysis of grades given by teachers during the current grade report cycle and can be run by teacher or course. It displays the number and percentage of each grade given by each teacher in each of their classes.

The **Print Which Mark** will default to the current mark and can be changed. Click the mouse on the selected sort option. Click the mouse on the **Run Report** button.

**Print Grade Report Mark Analysis**  
Report Options

Report Format: PDF

Report Delivery: None

Print Which Mark: 9

Sort by Course ID  
 Sort by Course Title  
 Sort by Teacher Number  
 Sort by Teacher Name

Include Teacher Aide Courses

**Run Report**

[View Report](#)

The following is an example of the **Mark Analysis by Teacher** report.

Screaming Eagle High School														9/9/2009			
2009-2010		Mark Distribution Analysis by Teacher (First Semester Report Card Grade - M4)												Page 1			
Teacher name	Course ID and Title	Period TOTAL PCT												GPA			
		A	B	C	D	E	F	G	H	I	J	K	L				
Acosta	0301 English 9 CP	1	3	15.0	2	10.0	6	30.0	6	30.0	3	15.0	0	0.0	0.0	1.80	
	0301 English 9 CP	2	0	0.0	5	38.5	4	30.8	2	15.4	2	15.4	0	0.0	0	0.0	1.92
	0715 HonEcon/GovtGS	3	8	25.8	18	58.1	4	12.9	0	0.0	1	3.2	0	0.0	0	0.0	4.00
	0301 English 9 CP	4	5	35.7	3	21.4	5	35.7	0	0.0	1	7.1	0	0.0	0	0.0	2.79
	0301 English 9 CP	5	2	11.8	6	35.3	8	47.1	1	5.9	0	0.0	0	0.0	0	0.0	2.53
		18	18.9	34	35.8	27	28.4	9	9.5	7	7.4	0	0.0	0	0.0	2.81	